Pearson VUE

Photo/video checklist- required for test centre applications

Important information:

- If your photos/videos are **not** ready, go to the end of the application, **Print** a copy for yourself, then click **Submit.** You will receive a confirmation email that contains a URL for submitting the photos/videos later.
- You may submit either photos, videos, or a combination of both - whatever is easiest.
- If one video illustrates all aspects of your test center, submit one file under **Video – Other.**
- The application is not considered complete until photos/videos have been submitted.
- Preferred photo formats: .jpg, jpeg, png, gif, pdf. Also acceptable: doc, docx, xls, xlsx.
- Acceptable video formats: mpg, flv, avi, mov, mp4.

☐ **Floor Plan**

Floor plan (hand-sketched or digital) of test center layout, showing the location of the check-in, test administrator, lockable storage and testing stations.

☐ **Test administrator's Position**

This photo should show where the administrator will be located during delivery of the exams. The photo should show the administrator's table and chair in the test room if monitoring will be done in the test room during exams.

☐ **Test administration Area**

This photo should show the administrator's view of the candidates. All the delivery workstations, including the desktop of each workstation, should be visible. If monitoring will be done via a viewing window, the photo should be taken from the test administrator's position, showing what can be seen through the window from that position. If monitoring will be done via camera, the photo should be of the screen the test administrator sees, showing that all candidates can be continuously and simultaneously monitored. If monitoring will be done in-room, please provide photo(s) taken from the test administrator's seated position of all testing stations.

☐ **Test delivery Area**

This photo should show all test PCs being requested for approval. Each workstation must be separated from the neighboring workstation by at least 4 feet (1.2m), or a partition. [Partitions should be solid, permanent partitions or walls that are at least 1.5m (5') in height and extend outward from the wall at least 1.2m (4'). Desktop partitions are acceptable as long as the height measured from the floor is at least 1.5m (5'), and the width measured outward from the wall is 1.2m (4').] Cardboard partitions are not acceptable. If there is not enough space between the workstations, you may use alternate workstations.

☐ **Building Exterior**

Provide a photo of the exterior of the building showing the address, school/company signage and the parking area. If your testing site is located in a building without individual signage, please provide a photo of the building directory which clearly lists your company name.

☐ **Reception and Check-in Area**

The check-in/reception area must be near, but not inside the test room as the check-in process must be performed before allowing a candidate to go into the test room. The check-in/reception area must show that there is a desktop PC for checking in candidates. Photos should also show available seating for candidates who arrive early.

☐ **Neutral background at Reception/Check-in Area**

A neutral background is required in the check-in area to provide a background for the digital photo of the candidate (e.g., white painted wall).

☐ **Lockable Area**

Provide a photo of the lockable area where candidates will secure items outside of the testing area (e.g., lockers, lockable cabinet, lockable drawer). The locking mechanism must be visible in the photo (e.g., if it's a key lock, the key must be in the lock).

☐ **Photo - Other**

To be used if there are any additional photos.

☐ **Special accommodation Testing Area**

Provide a photo of the test delivery workstation that can accommodate testing candidates with disabilities. This photo should illustrate how the candidate will be monitored as described in **Test Administration Area** above.